

NJROTC INSTRUCTOR CERTIFICATION

Certification boards are usually held in the Spring and Fall. The basic application must reach NSTC 60 days prior to the board. If all items on this checklist are not submitted with your basic application, indicate on the checklist when the item(s) will be forwarded to NSTC. Detailed information on the required items can be found on "HOW ARE APPLICANTS CERTIFIED AS NJROTC INSTRUCTORS" obtained from the NJROTC web site at <https://www.njrotc.navy.mil> If you have any further questions or desire additional information, please contact NJROTC Instructor Administration at DSN: 922-9511/9510 or commercial (850)452-9511/9510 or 1-800-628-7682 then enter the five-digit extension number 29511 or 29510.

APPLICANT CHECKLIST

- _____ Application completed, signed, and dated _____.
- _____ Brief answers provided in essay format to questions in part 6 of application.
- _____ Copy of current Semi-Annual Physical Fitness Assessment. If Assessment data has not been updated during the past year, complete CNET form 6110/4.
- _____ Current Personal Appearance/Body Fat Measurements (CNET form 6110/4).
- _____ Current photograph taken _____.
- _____ Navy Interview scheduled with _____ on _____.
(will be submitted to NSTC via Area Manager).
- _____ *Coast Guard* applicants. Provide the date you requested your service record _____.
REMINDER (Your service record must be mailed directly to NSTC from Coast Guard Headquarters.
- _____ **Marine Corps Personnel** should only complete **Part I - Basic Information and Part II - Education** of the NJROTC Instructor Certification Application, CNET 1533/2 and provide a copy of their Marine Corps Certification letter. They are not required to submit the complete application, answers to essay questions in part 6 of the application, photo, or interview.

Name: _____ Rank/Rate: _____ Date: _____

NOTE: RETURN THIS COMPLETED CHECKLIST WITH YOUR APPLICATION